



State of California

Employment Training Panel

Arnold Schwarzenegger, Governor

March 18, 2009

Ultra Systems Environmental
Betsy Lindsay, President/CEO
100 Pacifica, Suite 250
Irvine, CA 92618

Dear Ms. Lindsay:

RE: FINAL MONITORING VISIT REPORT for Ultra Systems Environmental – ET08-0340

Date of the Visit:	1/23/09
Beginning/Ending Time:	10:00 a.m. – 10:30 a.m.
Date of Last Visit:	5/2/08
Visit Location:	Teleconference
Persons in attendance:	Betsy Lindsay, President/CEO, Ultra Systems Richard Neder, Controller, Ultra Systems Ryan Swier, ETP Analyst
Action Required:	No

CONTRACT INFORMATION:

Term of Agreement:	2/4/08-2/3/09	Agreement Amount:	\$30,360
Training Start Date:	4/16/08	No. to Retain:	23
Date Training must be Completed:	11/3/08	Range of Hours:	8-60
Type of Trainee:	Retrainee	Weighted Ave. Hours:	60

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ETP (04/15/05)

FINAL REPORT SUMMARY:

• ***HISTORY OF AGREEMENT CHANGES***

The Agreement was executed on 1/18/08 and training began on 4/16/08. All training was completed on 11/3/08, which allows for the 90-day retention period to be completed within the term ending date of the Agreement – ET08-0340.

ETP approved one Agreement Amendment on 8/21/08 which corrected the agreement to reflect the priority industry reimbursement rate of \$26.00 per hour.

Ultra Systems submitted an amendment request to extend the agreement term by 12 months. However, Ultra Systems did not respond to ETP's staff request for necessary justification. Therefore, ETP was unable to process the request.

• ***INTERVIEW WITH THE SIGNATORY, Betsy Lindsay, President/CEO***

Ms. Lindsay stated that during the course of the contract a lot more training was conducted, however the training was not documented. She plans on submitting another pre-application and moving forward with another ETP agreement in the future. She felt this first contract was a good learning experience and will be better prepared on future agreements.

Mr. Neder handled the administration of the contract and stated that Mr. Swier provided technical support a couple times during the course of the contract and that he is comfortable and has a good understanding on how the ETP online systems work.

• ***Breakdown and discussion of expected earnings:***

As of the date of this report, **0% and/or \$0** were earned on this agreement. Although 57 hours of training was tracked, no retrainees completed the ETP minimum hours of training.

PROJECT STATUS:

Job Number	Number to Retain	Number Enrolled in Training	Number of Trainees Dropped (following enrollment)	Number of Trainees Completed Minimum Hours	Number of Trainees Completed all Training (in Reten.)	Number of Trainees Completed Retention
1	23	30	0	0	0	0

ATTENDANCE ROSTERS:

No rosters were reviewed during the final monitoring visit.

SUBAGREEMENTS:

No subcontractors were used for training or administration under this agreement.

INVOICES:

No Invoices were submitted as no retrainees completed the ETP minimum hours of training.

AUDIT:

Ultra Systems Environmental, Inc. will be notified in writing if this agreement is selected for an audit, conducted either at your site (field audit) or by telephone (desk audit or "review"). The Audit Notification and Audit Confirmation letters will be sent in advance to allow ample preparation time and will include a list of documents that will be examined by the auditor. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

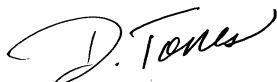
- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

RECORD RETENTION:

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions or comments regarding the information in this letter, please contact Mr. Swier at 619-686-1902, or at rswier@etp.ca.gov, within ten (10) working days from the receipt date of this letter.

Sincerely,



Diana Torres, Manager
San Diego Regional Office



Ryan Swier, Contract Analyst
San Diego Regional Office

cc: Richard Neder, Controller, Ultra Systems
Kulbir Mayall, Manager, Fiscal and Certification, ETP
Master File
Project File

